

Oregon City School District

Code: **GB**
Adopted: 10/01
Readopted: 2/11/08
Orig. Code(s): 3210

General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the educational objectives of the district. In filling any licensed or classified position, therefore, the district shall appoint the best-qualified candidate to the position.

The employment of candidates shall be approved by the Board upon the Superintendent's recommendation. The Superintendent shall approve the employment of all classified employees, substitutes and part-time personnel as needed..

* Notice of all regular job openings will be available to current staff members. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies, and general and specialized media.

Applications or inquiries concerning job openings will be directed to the Human Resources office on standard district application forms. The selection process will be coordinated and supervised by the administration, with the involvement of other appropriate administrators and supervisors.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any license or permit required to fill the position. In addition, the individual must be insurable by the district's insurance carrier for any position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the district may require any candidate, as a condition of employment, to hold a current, recognized first-aid card. A current employee required to hold a card will obtain it within 90 days from the date the district gives notification.

* Personnel selected for employment will be notified in writing following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the workweek and the length of the assignment. Unsuccessful applicants who were interviewed will be notified.

Initial assignments will be made by the superintendent or designee.

The Superintendent shall establish regulations governing the recruitment, selection, and employment of personnel in accordance with this policy.

END OF POLICY

Legal Reference(s):

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)

Cross Reference(s):

EBBA - First Aid